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12-18-2002

# Modification of the College Withdrawal Policy

The College at Brockport, College Senate

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# SUNY BROCKPORT

Faculty Senate  
State University of New York  
College at Brockport  
350 New Campus Drive  
Brockport, NY 14420-2925  
(716) 395-2586 (Fax) 395-2246

## Resolution #13 2001-2002 FACULTY SENATE

TO: Dr. Paul Yu, College President

FROM: The Faculty Senate Meeting on: *February 18, 2002*

RE: ⇨ I. Formal Resolution (Act of Determination)  
II. Recommendation (Urging the Fitness of)  
III. Other, For your Information (Notice, Request, Report, etc.)

FACULTY SENATE  
SUNY College at Brockport

APR 17 2002

350 New Campus Drive  
Brockport, NY 14420-2925

SUBJ: *Modification of the College Withdrawal Policy*

Signed: *Jennifer Lloyd* Date Sent: *2/27/02*  
(Jennifer Lloyd, Faculty Senate President)

TO: The Faculty Senate

FROM: Dr. Paul Yu, College President

RE: I. Decision and Action Taken on Formal Resolution (circle)  
a. Accepted. Effective Date: *9/1/02 or first opportunity for publication.*  
b. Deferred for discussion with the Faculty Senate on \_\_\_\_/\_\_\_\_/\_\_\_\_  
c. Unacceptable for the reasons contained in the attached explanation

### II, III. Response to Recommendation/Other

- a. Received and acknowledged
- b. Comment:

DISTRIBUTION: *Faculty Senate, President's Staff, Deans Council, Merrifield*

Distribution Date: *3/6/02* Signed: *Paul Yu*  
(Dr. Paul Yu, President, SUNY College at Brockport)

## Modification of the College Withdrawal Policy

Revised February 18, 2002

### Stage 1:

During the "Drop" period (the first four weeks of the semester) a student is able to drop a course directly through the usual drop procedures. This is a registration issue and no notation will appear on the permanent transcript.

### Stage 2:

During the "Withdrawal period" (the next six weeks of the semester) a student will be able to withdraw from the course by submitting a withdrawal form to Registration and Records. A notation of a "W" will appear on the permanent record. The instructor's signature and permission is not required but a copy of the withdrawal form will be provided to the instructor for his/her record. The student should check with the Office of Financial Aid to determine the financial aid implication of the proposed withdrawal.

### Stage 3:

During the "Late Withdrawal period" (the remaining weeks of the semester up to the Friday before the last week of classes) a student can petition to withdraw from a course for specific, documented "extraordinary circumstances." The student must fill out a Late Withdrawal form, including the reason(s) for requesting Late Withdrawal. The expeditious decision of the department chair is required before the form is filed with Registration and Records. The student should check with the Office of Financial Aid to determine the financial aid implication of the proposed withdrawal. A student officially withdrawn will receive a "W" for the course on the transcript, and the instructor will receive a copy of the withdrawal form.

A student can expect a chairperson's approval of a withdrawal request for any of the following reasons:

- Documented personal illness or injury with serious impact on course performance
- Documented illness or injury of a close family member for whom the student has extensive responsibility – child, sibling, parent, etc.
- Documented serious family problem that might reasonably be expected to cause significant emotional reaction for the student
- Documented change in student's work hours (required by employer) that interferes with class times or documented increase in work hours (required by employer) that prevent the student's further participation in the course).
- Other documented circumstances, not under the student's control, that might reasonably be expected to have had a significant negative impact on the student's ability to complete the course(s).

A student must provide the department chairperson with documentation from an appropriate professional familiar with the situation to support the request for withdrawal.

Withdrawal from one or more courses to make the total course load more manageable when faced with circumstances such as the ones listed above may be appropriate. In such situations, the student should be expected to make a personal and rational decision about which course(s) s/he would be best advised to leave.

The only way a student may withdraw from a course is to submit a Withdrawal form to the Registrar's Office by the Friday before the last week of classes. Failure to submit this form by the appropriate deadline will result in a final grade as determined by the grading policy of the course. No withdrawals will be permitted after the Friday before the final week of classes unless the student can document that s/he was unable to meet this deadline because of incapacitation. For appeals involving requests to withdraw after the deadline, there will be an absolute limit of one calendar year unless the student can show that s/he was incapacitated for a longer period of time.

*APPEALS: If the departmental chairperson denies the student's request for withdrawal, the chairperson will state the reason(s) for the denial on the withdrawal form. The student may then address the reason(s) for the denial (also in writing) and submit the request for withdrawal as an appeal to the dean of the school. The dean will make a decision based on the written materials submitted, but could also request additional information from either the student and/or chairperson. Appeals must reach the dean's office before the withdrawal deadline for the semester.*

Courses that meet for less than the full semester will have a proportionate schedule available from the Registrar's Office.

The Registrar's Office is required to charge a transaction fee for recording a "W".

2001-2002 Withdrawal Policy.doc  
(revised) 2-18-02

Passed and Accepted by the Senate (2/22/2002)  
and College President (3/6/2002)  
Effective 9/1/02 or first opportunity for publication.

Faculty Senate, 01/16/18  
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